



# Lancashire Aikikai



## Club Checklist

This document is an aide memoir of matters that require attention in Clubs from time to time. Most key roles in the Aikikai and Clubs already have job description explaining responsibilities and accountability. This document is not intended to duplicate but to be more practical.

- Ensure all have current insurance (Students and coaches) See <http://www.lancashireaikikai.org/policy/membership.html>
- Ensure new students are inducted safely and that the paperwork is handled correctly and timely – e.g. in passing on forms and monies and they receive necessary information if under 18.
- Provide new starter's email address to Aikikai Secretary
- All official roles in the Club hold current Permission of the Head of Association. See <http://www.lancashireaikikai.org/policy/permission.html>
- Ensure a Club Welfare Officer is appointed and trained where the Club trains any one under 18.
- Required by Insurers:
  - Maintain an accident book
  - Maintain register of attendance
  - Assess risks and eliminate or mitigate them.
  - Follow the reporting procedure in respect of any incident, promptly
- Enable Aikikai records to be kept accurately and current by:
  - Providing Grading details when sending the grading fees
  - Providing changes of detail – by checking details held in Club records at least annually. (Recommendation at renewal)
- Maintain and update - Next of kin information & Health information
- Ensure any records are kept safe and securely and are up to date and accurate (Data Protection)
- Maintain the BAB website details of your Club
- Advise of any changes to the Aikikai web pages that relate to your Club
- If you have your own website – keep details up to date.
- When a student reaches 1<sup>st</sup> Kyu liaise with Coaching Liaison Officer indicating if the student is interested in Coaching or not.
- Provide details for the Newsletter of Club News, gradings and other details through your nominated contact person.